

Naval Healthcare Support Office Facility Maintenance Division Activities

- Special Projects Program Management
 - Naval Facilities Projects Instruction, Documentation and Information Assistance.
 - Advocate for AOR command special projects during the Annual FY BUMED Special Projects Planning Board.
 - Determines AOR-wide priorities for all special projects submitted.
 - Special Project Specification and Submittals Review prior to contract award for JCAHO, Life Safety and ADA compliance.
 - Special Project Definitization (Sustainment versus Restoration and Modernization) and Technical Assistance.
 - Verification / Validation of submitted **1391s**
 - Assists commands in obtaining funding for Design and Construction and ensure that funding is transferred from BUMED, down to field activities.
 - Maintain AOR-wide Special Projects Data Base.
 - On Site Visits to AOR Facilities with command Facility Managers/Public Works Officers for instruction and Engineering Design and Review meetings, conduct Field Investigations as required, and perform Customer requested support as needed.
 - Performs Activity Maintenance Funding Analysis and Budget Planning Review.
 - Coordinates BUMED initiated data calls.
 - Assists and Instructs commands on new Facilities Sustainment Model and in maintaining Plant Property Record cards in the NAVFAC INFADS database.
 - Developed Naval Medical Facility Manager's Handbook.
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- FCA Program
 - * Review FCA (Facility Condition Assessment) from each of the MTFs. Assess the information and seek opportunities for improvement by providing recommendations to each activity.
 - JCAHO
 - * Provide assistance to ensure successful surveys of the Environment of Care as conducted by JCAHO.
 - * Provide JCAHO update information to activities.
 - Training
 - * Coordinate candidates from our AOR to attend the Military Medical Facility Managers course at Sheppard AFB, TX and additional annual NFPA and ASHE training, as required.
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